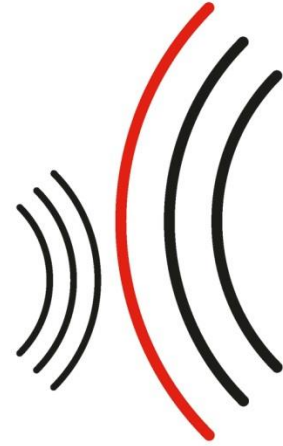


**FIRE RISK ASSESSMENT – ASPECTS LOUNDSIDE  
2016 – 2017 v1**



**Ecclesfield  
SCHOOL**

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**Date approved:**

**Signed:**

**(Headteacher)**

**Signed:**

**(Chair of committee)**

**Chapelton Road, Ecclesfield, Sheffield, S35 9WD  
Telephone: 0114 246 1156**

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## **1 - PREMISES PARTICULARS**

1A Burncross Road (Offices 2/B/C/D), Loundside, Chapeltown, Sheffield, S35 2UQ

Tel – 0114 246 9806

### **Use of premises**

Educational Establishment (off site provision) – Secondary (11-16)

Mr J Wirth – Head teacher

Ms A France – Business Manager

### **Name and details of person who carried out Fire Risk Assessment**

Mr M J Bland ProfDipSHEM, GradIOSH  
Health and Safety Advisor

## **2 - GENERAL STATEMENT**

It is the policy of Ecclesfield School that its activities are carried out at all times in such a manner as to ensure so far as reasonably practicable, the health, safety and welfare of all staff, pupils and visitors.

The governors and management of Ecclesfield School will give the highest possible commitment to ensure the health, safety and welfare of our staff, pupils and visitors.

Ecclesfield School will give a high level of commitment to health and safety and will comply with all the statutory requirements.

## **3 – MANAGEMENT SYSTEMS**

The fire safety management plan is contained within a separate document, copies will be in the main entrance to the premises.

It confirms that a risk assessment will be carried out and completed to ensure that adequate fire safety provision will be reviewed.

Fire safety will be of paramount importance and will be a regular agenda item at Senior Management Team meetings.

Although having responsibility for fire safety matters the employer has made the Headteacher responsible for fire safety matters which includes risk assessment.

This person will be responsible for:

- Fire safety and preventative measures
- Informing staff of their responsibilities
- Ensuring they are implemented and passed to staff
- Ensuring co-ordination between responsible persons
- Completing every term a fire safety drill
- Training staff

The Business Manager in conjunction with Health and Safety Advisors will be responsible for monitoring and checking the effectiveness of the fire risk assessment and its implementation.

## **4 – GENERAL DESCRIPTION OF PREMISES**

The buildings comprise of standard brick and tiled roof across two levels.

Most buildings due to the nature of business are considered to be medium risk, some high risk due to room usage.

The maximum height of the building is 2 floors.

The upper level has 1 main stairwell to a suite of rooms which all can be utilised to provide escape, and they all contain a “fire safety refuge” that conforms to current legislation.

The premises are in use from 7.45am to 4pm with occasional use of the premises after 6pm (parent meetings for example).

There is 1 building as identified in the plan attached.

The total number of persons (including pupils) can be up to 60 maximum in line with legislation. A register of pupils is kept and updated throughout the day.

A separate register of visitors is held in the foyer, entry is gained via a telephone entry access system.

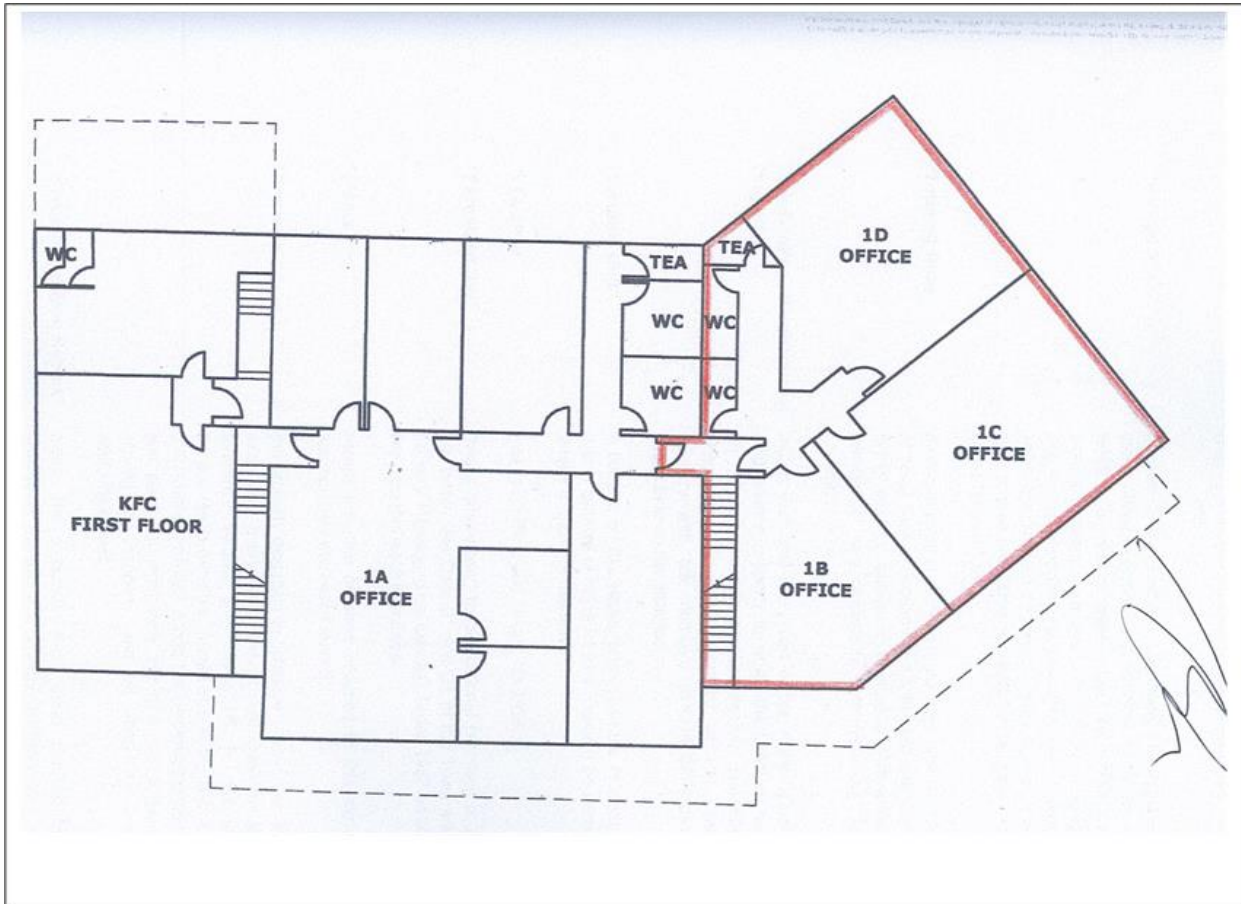
The whole site is designated as non-smoking in accordance with school policy and the Health Act 2005.

## **5 – FIRE SAFETY SYSTEMS**

The fire warning system comprises of heat and smoke detectors (interlinked) located in the following areas:

- Main Foyer
- Teaching Areas

## 6 – PLAN DRAWING



## 7 – IDENTIFY FIRE HAZARDS

### Teaching rooms

#### Sources of ignition

The main usage of the three spaces is teaching rooms with designated ICT facilities housed in space 1C and 1B which could be an ignition source. The equipment is on timed booting and close down restricted to the teaching times at the site.

#### Sources of fuel

The sources of fuel are commensurate with that of teaching areas. Paper is kept to a minimum. Waste bins being emptied three times per week by the cleaning staff, with staff on site emptying between these times (if the need arises) to the communal bin store located at the rear of the premises.

## **Work processes**

The work processes are commensurate with that of teaching areas. A competent electrician maintains the electrical equipment in the building on an annual basis in accordance with School policy the equipment is PAT tested and any defects rectified. All electrical equipment is switched off at night.

## **Kitchen**

### **Sources of fuel**

The sources of fuel are commensurate with that of a domestic kitchen. Waste bins being emptied three times per week by cleaning staff and on a daily basis by staff managing the site into the external communal waste facility (where necessary).

### **Work processes**

The work processes are commensurate with that of domestic catering. A competent electrician maintains the electrical equipment in the building on an annual basis in accordance with the schools policy and the equipment is PAT tested with any defects being rectified. All electrical equipment is switched off at night with the exception of the fridge.

## **8 – IDENTIFY PEOPLE AT RISK**

Staff and pupils are distributed throughout the rooms, due to the nature of the site there are no places that could prevent immediate evacuation through the designated area – to this end there is one evacuation route from the building.

Visitors and any contractors sign in at the main foyer. A school representative accompanies them to place of work and they are informed of the fire and safety procedures.

## **9 – MEANS OF ESCAPE – HORIZONTAL EVACUATION**

There are clear routes that would aid the evacuation in an emergency with fire doors strategically placed at relevant points.

## **10 - MEANS OF ESCAPE – VERTICAL EVACUATION**

The suite has one escape route via the main stairwell, checked by the Business Manager (on termly inspection) and by staff on site hold day to day responsibility.

## **11 – FIRE SAFETY SIGNS AND NOTICES**

Fire safety notices are checked on a regular basis and are replaced when necessary by the nominated person. The fire muster point for all persons is located to the rear of the building in the car park.

## **12 – FIRE WARNING SYSTEM**

There are localised linked detectors fitted within the buildings. The alarm system is tested on a weekly basis by staff attending the site. This is recorded in the fire log book.

## **13 – EMERGENCY LIGHTING SYSTEM**

There is adequate emergency lighting within the premises for its use, this is maintained by the landlord.

## **14 – FIRE FIGHTING EQUIPMENT**

There are three types of fire extinguisher held at specific locations (relevant to the type of work within the area) throughout the site; there are sufficient extinguishers within the premises.

- Carbon dioxide
- Water
- Foam

The fire equipment will be tested on an annual basis by the nominated contractor with any defects being reported with immediate effect to the Business Manager.

## **15 – MANAGEMENT – MAINTENANCE**

A formal maintenance plan will be drawn up and instigated by the Business Manager to include:

- Fire Safety Log Book
- Fire Doors and Partitions (Landlord)
- Escape Routes
- Fire Safety Signage
- Fire Warning System
- Emergency Lighting (Landlord)
- Maintenance of Fire Fighting Equipment
- Fire Drills

A log of all testing will be kept on site and is to be made available for the Fire Service when requested.

## **16 – METHOD FOR CALLING THE FIRE SERVICE**

Supervising staff member are responsible for calling the fire service using 999 during the core school hours during the day.

## **17 – EMERGENCY ACTION PLAN**

Full emergency action plan is kept within a separate document.

## **18 – TRAINING**

Training is completed by the Business Manager, there is a rolling programme of Fire Safety Awareness, and this was instigated by the Business Manager and is based on highlighting the danger of fire, prevention and provision and use of fire fighting equipment (extinguishers), in accordance with the Regulatory Reform (Fire Safety) Order 2005. Details of training is contained within the health and safety log (retained by the Business Manager) and recorded on individual staff records.

Fire drills will be carried out on a term basis – with at least one per term.

## **19 – SIGNIFICANT FINDINGS**

No significant findings identified at time of inspection.

## **20 – ADDITIONAL HAZARDS**

None identified.

## **21 – CONTROL IN EMERGENCIES**

Supervising staff shall make themselves available to the Fire Service to facilitate in an emergency.

A copy of this fire assessment shall be made available to the fire service should they attend.

In a fire situation guidance is to be sought from the Fire Officer in charge if the premises can be entered.